

**JOB OPPORTUNITY**  
**DEPARTMENT OF REVENUE SERVICES**  
**REVENUE SERVICES BUREAU CHIEF**  
**Operations Division**

**Open To:** Employees of the Department of Revenue Services Only

**Posting Number:** 12-11

**Closing Date:** June 8<sup>th</sup>, 2012

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**EXAMPLES OF DUTIES:**

Directs staff and operations of the Operations Division; coordinates, plans and manages division activities; formulates, implements and evaluates division policies, program goals and objectives including comprehensive long and short range plans, program priorities, funding, strategies, legislation and regulations consistent with agency mission; develops or assists in development of related policy; interprets and administers pertinent laws; develops and implements performance measurements and standards; prepares division budget and determines priorities for expenditure of financial and related resources; implements new procedures and procedural revisions and standards; maintains contacts with individuals within and outside the divisions who might impact on policy or program activities; works cooperatively with other agency operating units to effectuate high levels of external and internal customer service; may serve as liaison to outside contractors; may recommend and/or assist in drafting proposed legislation; performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of programs, policies and procedures of the Operations Division; considerable knowledge of tax programs, policies and issues; knowledge of principles and practices of accounting and auditing; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to organize and direct complex and varied operating units and associated functions; considerable ability to formulate and interpret agency policy, legislation and regulations.

**APPLICATION PROCEDURE:**

**Please Note:** An examination for Revenue Services Bureau Chief has been announced by DAS. You must apply for exam by June 1, 2012 and pass this examination to be considered for this job. The DAS examination and the DRS recruitment for this position are two separate processes. If interested in this position, please submit an application for the DAS examination as described on the exam announcement AND a separate application for this posting as described below.

Interested candidates must submit a cover letter, a resume, and form **CT-HR-12, Application for Examination and Employment** clearly indicating the posting number, and any other documentation that would provide information about their qualifications for the position to:

Human Resources, 19<sup>th</sup> floor  
Attention: Susan Lizee  
Department of Revenue Services,  
25 Sigourney Street, Hartford, CT 06106

**Please submit hard copy applications.**

*The Department of Revenue Services is an Affirmative Action/Equal Opportunity Employer*